

Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room #168)

Date: 10/8/02

Members Present:

Jerry Foropoulos, NMT-DO
David Hobart (Chair), C-AAC
Bill Robertson, IM-2
Tracy Ruscetti, B-2
Deborah Smith, RRES-AT
Lonnie Theye (Vice-Chair), NMT-DO
Sheila Wasfey, HSR-7

Student Representatives Organization

James Andrade (Chair of Student Association), C-ACT
Shauna Kackley, (Webmaster of SA) RRES-SA
Darcie Dennis (GRA Member), MST-7

LANL Representatives

Danny Valdez, DV
Margaret Marshall, OEO
Kurt Steinhaus, STB-EPO
Carole Rutten, STB-EPO
Mindy Mendez, STB-EPO
Kari Lier, STB-EPO
Barbara Pacheco, HR

The meeting was called to order by Dave H., at 8:28 am.

Minutes

Not read.

X-Division Student Liaison Presentation:

Rob Kelsey from X-Div presented information from the survey he conducted of X-Div students before they left last summer.

Student Comments: they were treated like a “scientist”, “Housing is a problem!”

We need to be honest and communicate with the students before they arrive here. Rob does very thorough research into the students he is considering selecting (gets references from professors from schools he is familiar with). He also tells the students not to plan on the job until they get the offer letter and that they may have problems finding housing.

Findings:

- Lack of knowledge about the division
- Lack of mentor training
- Lack of standards/practices
- Student departure form complicated
- Office space at TA-3 problematic

Possible Solutions:

- Create/schedule their own student orientation
- Create/schedule their own mentor orientation/training
- Create, document, and commit to standards
- On-line form pilot project with HR

There are 30-40 students and about 24 mentors in X-Div. Rob is writing a white paper to include the recommendations above. A question was asked whether LANL should limit the number of students coming in for the summer. Rob doesn't like this idea because he thinks mentors may pick students based on their GPAs only.

Rob will keep us posted regarding his white paper.

SPAC Picture was taken.

Student Association Activities:

James shared with SPAC the holiday party memo (handout 10/8/02a). They will have a food collection for families. They are expecting 150 students to possibly attend. They will need volunteers to cook food.

An SA meeting will take place at 3pm in the Otowi siderooms today.

Student Transcript Reviews:

Kurt reviewed the history of this process with SPAC. 40% of students' transcripts were received last year. STB would like to set a timeline and send out a memo to students with the new policy to begin in the Fall of 2003. The deadline would be Feb 17th for returning students. New students should submit their transcripts with the hiring package. STB will review the transcripts (hours earned, etc) and enter the info into a spreadsheet that will calculate whether the raise is due or not.

STB did a study and found that UGS/GRA students need to be enrolled $\frac{3}{4}$ time in order to finish within LANL deadlines. There are approximately 600 year-round students.

Kurt raised the question of whether students should send their nonofficial transcripts via certified or registered mail since many were not getting to their final location. Some SPAC members seemed to object to this due to the added expense and complication.

An idea was proposed that it would be nice if HR could scan the transcript into Documentum and at some point the mentor could view it on-line. It was also recommended that perhaps this new transcript policy be sent out by SA to all students as an RFC.

Web Information:

Bill needs the descriptions of the subcommittees.

Shawna, James, and Bill are working on the SA website and the SPAC website.

Meeting closed at 10:00 am.

Respectfully submitted,
Sheila Wasfey, Historian Team

Current and Outstanding Action Items**From 1/17/02 Meeting:**

Need to select a vice-chair of sub-committees – Dave H.

From 1/31/02 Meeting:

Post archived meeting minutes on the SPAC web page - Sheila W.

From 3/14/02 Meeting:

Send out URL for full UC Boulder Study. - Carole R.

From 4/25/02 Meeting:

What is SPAC's influence over LANL Management policy when it pertains to students?
– Historian Team

From 5/9/02 Meeting:

Kurt will send a memo to Barb Stine requesting L-clearance slots for students for next year.

Sheila will look into the process of how students training plans are developed.

Dave will contact Kurt about the progress on the workplans.

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report. **Allen would like to speak with SPAC at a later date.**

Josh Smith is back with C division so Dave H. will ask him to take a SPAC group picture.

From 5/23/02 Meeting:

Bill will post the LIM presentation the SPAC website once Dave H. sends it to him.

Tracy R. would like to invite Annette Carroll from B Division to present an idea of how to get funding for STB's distinguished student project. The best time for SPAC to hear this presentation would be after the student picnic activities are completed.

From 6/6/02 Meeting:

Dave H. will contact STB (aka Mindy M.) to track down the 5 exceptions that have been discussed by SPAC at the 5/29/02 meeting but not signed by SPAC.

Kurt S. and Dave H. will meet with **Lady X** about the RFP for new student dorms and what role the housing office will or will not play.

A memo concerning the mentor awards is due to Allen Hartford by June 10 to get the ball rolling before the Student Symposium.

From 6/20/02 Meeting:
No meeting?

From 6/27/02 Meeting:

SPAC or SA should create a fact sheet/survival guide to be included with the offer letter to the student.

Look into DOE area office building possibly becoming a dorm.

Student Issues: How to communicate to students who their liaison is. Also, there seems to be a large percentage of students possibly not being mentored by their assigned mentor, but instead, by someone else. These other “mentors” may not be aware of mentor training, the student workplan, the mentor mailing list, etc. Do we have a mentor-student disconnect occurring that we are unaware of?

From 7/25/02 Meeting:
TBD

From 8/15/02 Meeting:
TBD

From 8/29/02 Meeting:
TBD

From 9/10/02 Meeting:
TBD

From 9/24/02 Meeting:
TBD

From 10/8/02 Meeting:
Keep up with X-Div' student white paper.

Help with SA's holiday party.

Bill needs the descriptions of the subcommittees for the web.

